

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Linda Knox
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

PLANNING AND ZONING COMMISSION MEETING AGENDA

Notice is hereby given of a regular meeting of the Planning and Zoning Commission of Hunters Creek Village, Texas, to be held on **Monday, August 24, 2026, at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, Hunters Creek Village, Texas 77024, for the purpose of considering the following agenda items.

- A. Call the meeting to order, and the roll of appointed officers will be taken.
 - B. PUBLIC COMMENTS Public comments are limited to three (3) minutes.
 - C. AGENDA ITEMS
 - 1. Discussion and possible action to consider approval of the minutes of the regular meeting on July 6, 2026.
 - 2. Discussion and possible action to make a Preliminary Report to amend the City's Zoning Ordinance, regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.
 - 3. Discussion and possible action to consider any future agenda items.
 - D. Adjourn Open Meeting.
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CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: August 18, 2026, at 4:00 pm, and remained so posted continuously for at least three business days before said meeting was convened.

Tom Fullen, City Administrator
Acting City Secretary



The City Hall is wheelchair accessible, and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print are requested to contact the City Administrator's Office at 713.465.2150, by fax at 713.465.8357, or by email at tfullen@cityofhunterscreek.com. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's website at <http://cityofhunterscreek.com>.

CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE
PLANNING & ZONING COMMISSION
July 6, 2026

The Planning and Zoning Commission of the City of Hunters Creek Village, Texas, convened a regular meeting on July 6, 2026, at 6:00 p.m. in the City Hall at #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person.

A. **The meeting was called to order at 6:00 p.m. by Chairman Bill Dalton. In attendance were Commissioners Bill Dalton, David Childers, and John Abercrombie. Also, in attendance were Tim Kirwin, City Attorney, Tom Fullen, City Administrator, and Jessica Pierce, Assistant City Secretary.**

B. PUBLIC COMMENTS Public comments are limited to three (3) minutes

No Comments.

C. AGENDA ITEMS

1. Discussion and possible action to consider approval of the minutes of the regular meeting on May 4, 2026.

Commissioner Childers made a motion to approve the minutes of the regular meeting on May 4, 2026. Commissioner Abercrombie seconded the motion, and the motion was carried unanimously.

2. Discussion and possible action to consider potential amendments to the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.

City Administrator, Tom Fullen, presented a draft ordinance for the Commission to consider and discussed the need for a temporary certificate of occupancy. City Attorney, Tim Kirwin, discussed the draft ordinance and received input from the Commissioners on same as well as potential revisions related to final certificates of occupancy. Commissioner Childers made a motion to bring back an ordinance to send to Council for consideration of amendments to the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security. Commissioner Abercrombie seconded the motion, and the motion was carried unanimously.

3. Discussion and possible action to consider any future agenda items.

No Action.

D. ADJOURN OPEN MEETING

The meeting adjourned at 6:27 p.m.

Respectfully Submitted,

Tom Fullen, City Administrator
Acting City Secretary

These minutes were approved on the ____ day of _____ 2026.



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: August 24, 2026
AGENDA SUBJECT: Discussion and possible action to make a Preliminary Report to amend the City's Zoning Ordinance, regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security..
EXHIBITS: Ordinance

DIVISION 2. FINAL AND TEMPORARY CERTIFICATES OF OCCUPANCY

Sec. 44-55. Requirements.

Final ~~C~~ertificates of occupancy shall be required for any of the following:

- (1) Occupancy and use of a building hereafter erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Occupancy and use of vacant land.
- (4) Change in the use of land to a use of a different classification.
- (5) Any change in the use of a conforming use.

No such occupancy, use or change of use shall take place until a final certificate of occupancy therefor shall have been issued by the building ~~inspector~~official.

(Ord. No. 340, § 11-1, 5-20-1980)

Sec. 44-56. Procedure for new or altered buildings.

Written application for a final certificate of occupancy for a new building or for an existing building which is to be altered shall be made at the same time as the application for the building permit for such building. Such final certificate shall be issued within ten days after a written request for the same has been made to such building ~~inspector~~official or his agent after the erection or alteration of such building or part thereof has been completed and building ~~official~~inspector finds that such building is in conformity with the provisions of this chapter and all other applicable ordinances.

(Ord. No. 340, § 11-2, 5-20-1980)

Sec. 44-57. Procedure for vacant land or a change in use.

Written application for a final certificate of occupancy for the use of vacant land, or for a change in the use of land or a building or for a change in a nonconforming use, as herein provided, shall be made to such building ~~inspector~~official. If the proposed use is in apparent conformity with the provisions of this chapter and all other applicable ordinances, the final certificate of occupancy therefor shall be issued within five days after the application for same has been made.

(Ord. No. 340, § 11-3, 5-20-1980)

Sec. 44-58. Contents.

Every final certificate of occupancy shall state that the building or the proposed use of a building or land complies with all provisions of law. A record of all final certificates of occupancy shall be kept on file in the office of the building ~~inspector~~official or his agent and copies shall be furnished on request to any person having proprietary or tenancy interests in the building or land affected.

(Ord. No. 340, § 11-4, 5-20-1980)

[New section below]:

Sec. 44-59. Temporary Certificates of Occupancy.

1. The city may issue a temporary certificate of occupancy to the property owner (applicant) if:
 - a. The applicant posts \$25,000.00 cash security with the city; and
 - b. Occupancy of the building is not hazardous to life, health, or public safety; and
 - c. The structure has successfully passed all mechanical, electrical, plumbing, fire sprinkle, driveway, drainage, and swimming pool requirements; and
 - d. If the building permit will expire during the temporary certificate of occupancy period, the applicant must secure a building permit extension from the city council before the temporary certificate of occupancy will be issued.
2. The city may issue the applicant a 90-day temporary certificate of occupancy to complete all required work if the property owner and builder affirm, in writing, that the property will be able to receive a final certificate of occupancy within 90 days of the issuance of the temporary certificate of occupancy.
3. The applicant may request one forty-five (45) day extension if the applicant can establish that extraordinary circumstances exist that will reasonably prevent the property from being ready to receive a final certificate of occupancy after the initial 90-day temporary certificate of occupancy period. The applicant shall have the burden to establish that extraordinary events have occurred that prevented timely compliance with the 90-day temporary certificate of occupancy period or any approved extension thereof. For purposes of this section, extraordinary circumstances shall be limited to acts of God or other unforeseeable events that prevent the owner or builder from completing necessary work to receive a final certificate of occupancy. Financial hardship does not qualify as an extraordinary circumstance. Requests for an extension must be in writing and on a form approved by the city. The city administrator shall consider any such request and approve or deny the request. The city administrator's denial may be appealed to the city council, whose decision shall be final.
4. If the applicant receives a final certificate of occupancy in the timeframe as provided for herein, the city shall return the financial security to the applicant. If the applicant does not receive a final certificate of occupancy in the timeframe as provided for herein, the city shall retain the financial security and may pursue any available legal remedies against any person or entity to ensure the structure obtains a final certificate of occupancy.

Secs. 44-~~6059~~—44-89. Reserved.

City of Hunters Creek Village, Texas, Planning and Zoning Commission
Preliminary Report on Zoning Text Amendment

The City of Hunters Creek Village, Texas, Planning and Zoning Commission considered the following Zoning Text Amendment on August 24, 2026:

- Amending Sections 44-55, 44-56, 44-57, and 44-58 of the Zoning Code of Ordinances regarding temporary and final certificates of occupancy.
- Providing a new Section 44-59 of the Zoning Code of Ordinances regarding temporary and final certificates of occupancy.

At such meeting, the Planning & Zoning Commission considered this Preliminary Report with proposed Ordinance to amend the City of Hunters Creek Village Zoning Ordinance. The Planning & Zoning Commission will hold a Public Hearing on this Preliminary Report in September 2026.

Chairman: _____
City of Hunters Creek Village, Texas, Planning & Zoning Commission
Dated: 8/24/2026